

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel on one shift for an assigned division of law enforcement function or activity. Police Sergeants assume command of departmental operations in the absence of a superior officer, and assist in the supervision and management of specialized divisions, units, sections or platoons of the police department. Incumbents assist with training police personnel, and maintaining the records and equipment of an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of one police department function or division. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Assumes command of departmental operations in the absence of a superior officer.

Inspects the appearance of subordinate personnel to ensure that they meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Handles employee complaints and grievances by becoming aware of working conditions which may cause problems and complaints, providing an outlet for expressing complaints, and providing a procedure for the resolution of complaints. Maintains

discipline among employees by conducting corrective interviews, recommending disciplinary action to the supervising officer, or notifying the employee of disciplinary action taken.

Patrols assigned area in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety. Stops and questions individuals who appear to be acting suspiciously, or who seem to be out of place, in order to check identification or determine reason for suspicious behavior. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions, in order to dispense the gang or deter criminal activity. Patrols streets and highways in assigned area, with particular emphasis on high-traffic and high-accident locations, in order to detect and issue citations for traffic violations and to prevent accidents.

Protects crime scene by establishing a perimeter and limiting access to authorized persons. Evaluates the type and seriousness of a crime and, using departmental policy, determines if a detective is needed at the crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies them when property has been recovered or when suspect has been apprehended. Briefs other department personnel about the crime, the victim(s), and the possible suspects and witnesses. Identifies, protects, and documents any evidence found at the accident scene, in order to prevent the evidence from being destroyed and to provide a permanent record for later use.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure that they are in good condition.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Reviews reports by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Gathers and compiles information for reports by reviewing and analyzing data such as notes or facts discovered in the investigatory process, in order to ensure that reports will be accurate, complete, and clear. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report, which requires analyzing and logically organizing factual data and applying the basic principles of composition and grammar. Maintains suspect file by recoding and filing all personal information about a suspect including photographs, aliases, records of prior offenses, and any known acquaintances of the suspect, in order to facilitate the investigative process.

Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules, so that they will know

what they are expected to do and what results are expected from their performance. Provides on-the-job training for department members, including providing assistance in technical areas of work. Provides for employee growth and career development by giving constructive feedback on work performance, helping develop career goals and outlining ways to meet these goals. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least one (1) year immediately preceding closing date for application to the board.